

INVITATION TO BID

Addendum # 1



Department Of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY RELAY: 711

ADDENDUM DATE: March 30, 2004

ITB Title: TEMPORARY NURSING SERVICES

ITB Number: IT12662-ELA

Due Date/Time: April 13, 2004- 2:00 P.M.

Buyer: Ene-Liis Arrowsmith, (206) 263-4272,
eneliis.arrowsmith@metrokc.gov

This addendum is issued to revise the original Invitation to Bid ITB 12662-ELA, advertised March 11, 2004, as follows:

1. Change the bid opening date from April 6, 2004, to Tuesday, April 13, 2004, at 2:00 P.M. exactly.

TO BE ELIGIBLE FOR AWARD OF THIS INVITATION TO BID, THIS ADDENDUM MUST BE SIGNED AND SUBMITTED ALONG WITH THE ORIGINAL INVITATION TO BID OR UNDER SEPARATE COVER TO: King County Procurement & Contract Services Section, Exchange Building, 8th Floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday – Friday.

Company Name

Address		City / State / Postal Code	
Authorized Representative / Title	Signature	Phone	Fax
Company Contact / Title	Email	Phone	Fax
Delivery guaranteed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Days after order:	
		Prompt Payment Discount Terms: _____%-____Days, Net ____	

This Invitation to Bid will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

2. Paragraph 2-4, Evaluation; change to read as follows:

2-4 EVALUATION

All bid responses found to be in complete compliance with the requirements of this ITB will be evaluated. **The “EVALUATION WEIGHTS” on the price sheet and 2003 total expenditures on all temporary nursing positions for the General Public Health Clinics and Jail Health, will be used to establish a weighted average billable rate for each offeror.**

King County will use prompt payment discount terms in evaluation of this ITB, however, discounts terms of less the twenty (20) days will not be considered. Minimum acceptable payment terms by King County without benefit of twenty (20) day discount shall be NET 30 days. State payment terms below and transfer to Page 1 of this ITB.

_____ % - _____ DAYS, NET _____

The evaluation process will also include application of a 5% incentive factor for firms responding to this ITB that are certified and participating in King County’s Contracting Opportunities Program.

3. Paragraph 2-5, Award; change to read as follows:

2-5 AWARD

A “call out” list will be established of all eligible responsible, responsive firms based upon **the derived weighted average** billable rates from low to high. The firm **determined to have** the lowest **weighted average** billable rate **for all positions** will be designated as the “No. 1 Contractor”.

The No. 1 Contractor will be called first. Other contracts will be awarded, ranked and called in the ascending order of **their derived weighted average** billable rate.

4. Paragraph 5-5, Overtime; change to read as follows:

5-5 OVERTIME

King County will pay overtime at the rate of 1.5 times the temporary worker’s hourly wage rate **plus overhead** for all hours worked in excess of forty (40) hours per week. Overtime will be paid only when the work to be performed has been pre-approved in writing on the timesheet by authorized County personnel. **For contract purposes, the workweek shall begin Monday, day shift and end Sunday, at the end of the night shift.**

King County will pay **for work done on holidays** at the rate of 1.5 times the temporary worker’s hourly wage rate **plus overhead** for all hours worked on a King County observed holiday. **For contract purposes, holiday pay will be paid for hours worked starting the night shift just prior to the holiday and ending with the end of the evening shift the day of the holiday.**

King County holidays are: New Year’s Day, Martin Luther King’s birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving day and the day after Thanksgiving, and Christmas.

5. Paragraph 5-6, Orientation; change to read as follows:

5-6 ORIENTATION

King County will pay for orientation at the rate of ½ the temporary worker's hourly wage rate **plus overhead** for a minimum of 4 hours and a maximum of 3 days, as agreed between the Contractor and authorized County personnel. The orientation will be paid only when the work to be performed has been pre-approved, in writing on the timesheet by authorized County personnel. Orientation shall be mandatory for all new temporary workers and for those temporary workers who are assigned to another position within Public Health when additional Orientation time is needed. **King County shall be the sole judge in determining the amount and length of orientation required for and individual.**

6. Replace Section 6, Pricing, with Section 6, Pricing (Rev.1), attached

SECTION 6 - PRICING (REV. 1)

State the hourly wage rate (in dollars) that your firm proposes to compensate for each employee assigned at King County, and your firm's proposed percent overhead for each position. Proposed wage rates shall not be below the King County minimum listed and shall be inclusive of shift differentials and weekend premiums. Offerors shall use this sheet to provide rate information, and may enter a quote for any or all items. The county will not accept standard rate sheets provided by offerors.

NOTE: Overhead shall be quoted to the nearest hundredth percent (example 00.00%)


ITEM NO.	EVAL. WT.	JOB TITLE	Wage/Hour (King County min.)	Wage/Hour (Proposed)	Overhead (%)	Billable Rate/Hour
1.		<u>Licensed Practical Nurse</u>				
	15%	General Public Health Clinics *	\$ 15.55	\$	%	\$
	20%	Jail Health **	\$ 17.88	\$	%	\$
2.		<u>Registered Nurse</u>				
	65%	General Public Health Clinics *	\$ 21.71	\$	%	\$
	70%	Jail Health **	\$ 24.97	\$	%	\$
3.		<u>Public Health Nurse</u>				
	3%	General Public Health Clinics *	\$ 23.71	\$	%	\$
	4%	Jail Health **	\$ 27.27	\$	%	\$
4.		<u>Advanced Registered Nurse Practitioner</u>				
	2%	General Public Health Clinics *	\$ 27.14	\$	%	\$
	2%	Jail Health **	\$ 31.21	\$	%	\$
5.		<u>Health Care Assistant</u>				
	15%	General Public Health Clinics *	\$ 15.35	\$	%	\$
	4%	Jail Health **	\$ 15.35	\$	%	\$

* HOURS OF OPERATION: MONDAY – FRIDAY, 8: 00 AM – 5:00 PM

** HOURS OF OPERATION: 24 HOURS/DAY, 7 DAYS PER WEEK

BID OPENING LABEL

Complete the form below (or a reasonable facsimile thereof) and affix to the exterior lower left hand corner of the submission package.

U R G E N T – SEALED BID ENCLOSED Do Not Delay – Deliver Immediately	
U R G E N T	 King County King County Procurement & Contract Services Section Exchange Building, 8 th Floor 821 2nd Ave., EXC-FI-0862 Seattle, WA 98104-1598
	Bid No. IT12662-ELA
	Bid Title Temporary Nursing Services
	Due Date
	Vendor
U R G E N T	